

POSITION ANNOUNCEMENT

POSITION TITLE

Administrative Assistant

CLOSING DATE

4:30 p.m. CST September 11th, 2020

COMPENSATION:

\$18.00 - \$25.00 per hour based on qualifications and experience

Part-Time/Permanent; 3 days a week with potential for full time

Benefits: PERA (Retirement), Health Insurance, Annual Leave, Sick Leave, and Holidays.

POSITION PURPOSE:

Under general supervision, this position performs a wide variety of clerical, administrative, and financial services in support of the District's programs and operations. The individual assuming this position is expected to be self-motivated, committed to achieving a high quality and quantity of work, complete projects on schedule with minimal supervision, and maintain professional relationships with individuals within and outside the organization.

DESIRED QUALIFICATIONS:

- A minimum of a 2-year vocational degree in management, finance, accounting, or related field; or any combination of education and experience that demonstrates the ability to perform duties of the position.
- Proficient knowledge of sound fiscal management and accepted accounting principles.
- Able to demonstrate experience using Microsoft Office and QuickBooks accounting software.
- Strong interpersonal and communication skills and capable of working with a wide variety of people.
- Must possess and maintain a valid MN Driver's license.
- Applicants should be able to learn quickly, follow instructions, handle multiple projects, and adapt to changing job duties and/or responsibilities.
- Ability to work independently or as part of a team with district staff and other government agencies and organizations.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintain a uniform system of budgeting, accounting, and financial reporting in accordance with generally accepted accounting principles; Maintain records and journals for all SWCD financial programs.
- Oversee financial transactions to ensure compliance with Minnesota statutes governing the expenditure of public funds. Prepare invoices, pay bills, and monitor accounts receivable.

- Maintain and reconcile bank accounts and process banking deposits.
- Provide administrative and clerical support for office operations; Attend SWCD board meetings, take meeting minutes.
- Prepare financial reports for monthly board meetings including treasurer's report, bills payable, and program summary.
- Prepare fiscal and calendar year end financial statements and annual report notes.
- Process semi-monthly payroll and quarterly supervisor compensation including payroll taxes and quarterly reports, Public Employees Retirement Association (PERA) remittance and reports, Minnesota State Deferred Compensation and State unemployment and W-2 forms.
- Prepare materials for auditing and provide necessary assistance to auditor.
- Maintain District website and social media pages.
- General clerical work including, but not limited to: welcoming and directing customers, answering phones, review and direct general voicemail inquiries, filing, schedule meetings, track and order supplies, file and record management, coordinate training and meeting registrations, lodging and travel arrangement, prepare and send correspondence.
- Maintain a general understanding of all district programs in order to assist with directing landowners to the right staff within the District.
- Assist with grant applications, annual reporting, and long-range plan development.
- Accept other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people in this position. They are not to be construed as an exhaustive list of all duties performed by personnel in this position. This position is supervised by the Administrative Manager.

APPLICATION PROCEDURES:

Please send a completed application along with cover letter, resume, and 3 references to Grant SWCD Attn: Jared House, 712 Industrial Park Blvd. Elbow Lake, MN 56531 or email to Jared.House@co.grant.mn.us.

Application forms are available on the District's website at www.Grantswcd.org or can be requested by telephone (218) 685-5395.

Candidates selected for an interview will be notified by telephone and will be asked to supply a copy of their college transcripts.

Additional information may be obtained by calling the Administrative Manager at (218) 685-5395.

CONDITIONS OF ANNOUNCEMENT:

The Grant Soil and Water Conservation District reserves the right to extend or make changes to the content of this position announcement without notification and may, at any time, withdraw the announcement. The Grant Soil and Water Conservation District is an equal opportunity provider and employer. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, gender, national origin, religion, sexual orientation, politics, marital or familial status, physical/mental handicap, age or membership or non-membership in an employee organization.